

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System Budget Code: AAA DPA
 Title: Restore Vacant Budgeted Positions for Reclassification

PRIORITY: Rank 3 of 5 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Reclassification of Administrative Manager to Administrative Analyst III – The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

Reclassification of Staff Analyst I to Program Specialist I – The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, and the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 18,686	\$ 18,868

CLASSIFICATIONS		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
1.0	Administrative Analyst III	13,468
1.0	Program Specialist I	5,218

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
<u>Item</u>	<u>Amount</u>

Reimbursements (specify) _____

Total: \$ 18,686 \$ 18,868

REVENUE (specify source)

State, federal and Social Services Sales Tax	18,686	18,868

Total: \$ 18,686 \$ 18,868

LOCAL COST \$ 0 \$ 0